DEPARTMENT OF THE ARMY HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL Fort Sill, Oklahoma 73503-5100

Change No. 1 USAFACFS Pamphlet No. 672-1

28 November 1988

Decorations, Awards, and Honors SUPERVISOR'S GUIDE TO CIVILIAN RECOGNITION

USAFACFS Pamphlet 672-1, 12 January 1988, is changed as follows:

1. Page 6. Add 10. after 10d(3)

10.1. ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE

- a. The Achievement Medal for Civilian Service (fig 5-1.2) is the fifth highest DA honorary award and consists of a medal, lapel pin, and certificate DA Form 5654. Nominations will normally cover a minimum period of one year of service.
- b. Eligibility. This award is used to recognize appropriated and nonappropriated fund employees for noteworthy achievements of a lesser degree than that recognized by the Commander's Award for Civilian Service.
- c. DA Form 1256 (fig 5-1.1) is used to submit recommendation for this award. The DA Form 1256 will be accompanied by a one-page justification citing how the employee has achieved this elibility.
- d. Approval Authority. Authority to approve an Achievement Medal for Civilian Carvice is delegated to major subordinate commanders, major activity directors, and heads special staff sections. This authority may not be further delegated, except that the Assistant Commandant, U.S. Army Field Artillery School, and the Commanding General, III Corps Artillery, may further delegate this authority to commanders, directors, or other officials who report directly to their command level.
 - e. Processing Procedures.
 - (1) The organization is responsible for--
 - (a) Preparing DA Form 1256/Certificate/Justification.
- (b) Requisitioning necessary DA Form 1256/Certificates from DOIM Publications Supply Section, 351-3707/3816, and decoration sets from normal supply channels.
- (c) Sending one copy of DA Form 1256 and Citation to the Technical Services Branch, DCP and one copy of the DA Form 1256 and Citation to Incentive Awards, Personnel Services Division, DCP.
 - (2) The Technical Services Branch will file copy in Official Personnel Folder.
- (3) The Incentive Awards office will complete and forward reports to higher headquarters.

Page 7. Add 11.1 after 11e(2)(d)

11.1. SUPERIOR CIVILIAN SERVICE AWARD

a. The Superior Civilian Service Award nomination (fig. 7-1.1) is approved by the Commanding General and consists of a medal, lopel pin, and certificate DA Form 5655 (fig 7-1.2) Nominations will normally cover a minimum period of one year of service.

USAFACFS Pam 672-1, C1, 28 Nov 88

- b. Eligibility. This award is used to recognize appropriated and nonappropriated fund employees for superior service or achievement, or heroism of a lesser degree than that recognized by the Meritorious Civilian Service Award.
- c. Nominating Procedures. Refer to USAFACFS Pam 672-1, 12 January 1988, 12b(3)(a) thru f) for nominating procedures.
- d. Processing Procedures. Refer to USAFACFS Pam 672-1, 12 January 1988, 12d(1-2) for processing procedures.
- 3. File this change in front of the publication for reference purposes.

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FOR THE COMMANDER:

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FRANK L. MILLER, JR. Colonel, FA Chief of Staff

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Figure 5-1.1. Sample of Achievement Medal for Civilian Service Nomination, DA Form 1256



DEPARTMENT OF THE ARMY

JANE R. DOE

IS PRESENTED THE

ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE

for outstanding performance while serving as a JOB TITLE at NAME OF SECTION/BRANCH AND ORGANIZATION EMPLOYED WITH, Fort Sill, Oklahoma from 1 October 1987 through 1 October 1988. Ms. Doe contributed many long, arduous hours to assist the understaffed S-2 section in processing a record number of security clearances for the mission accomplishment of assigned personnel. Her compentency and exceptional efforts were a tremendous asset to the S-2 section while operating under reduced manpower staffing. Her performance reflects great credit upon herself, Fort Sill, and the Career Federal Service.

SIGNATURE

NAME OF APPROVING NOMINATING OFFICIAL TITLE

(DATE SIGNED)



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Figure 7-1.1. Sample of Superior Civilian Service Award Nomination, DA Form 1256



DEPARTMENT OF THE ARMY

Jane R. Doe

IS PRESENTED THE

SUPERIOR CIVILIAN SERVICE AWARD

for superior service while serving as a JOB TITLE at NAME OF SECTION/BRANCH AND ORGANIZATION EMPLOYED WITH, Fort Sill, Oklahoma, from 1 October 1987 through 1 October 1988. Ms. Doe was responsible for SIDPERS Strength Transaction timeliness from Fort Sill to higher headquarters exceeding the DA standard of seven days and the DA goal of four days. Ms. Doe averaged 2.4 days and exceeded the DA goal each month for the entire reporting period. Ms. Doe's performance on behalf of the soldiers reflects great credit upon herself, Fort Sill, and the Career Federal Service.

(DATE SIGNED)

SIGNATURE

NAME OF COMMANDING GENERAL TITLE



DA FORM 5655, FEB 88

DEPARTMENT OF THE ARMY Headquarters, U.S. Army Field Artillery Center and Fort Sill Fort Sill, Oklahoma 73503-5100

INCENTIVE AWARDS

SUPERVISOR'S GUIDE TO CIVILIAN RECOGNITION

JANUARY 1988

DEPARTMENT OF THE ARMY HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL Fort Sill, Oklahoma 73503-5100

USAFACFS Pamphlet No. 672-1

12 January 1988

Decorations, Awards, and Honors SUPERVISOR'S GUIDE TO CIVILIAN RECOGNITION

		Paragraph	Page
Purpose		1	2
Authority and Res	ponsibility	2	2
Monetary Awards		3	2
Quality Step Incre	ease (QSI)	4	2
Performance Award	(PA)	5	3
Special Act (SA)		6	4
On-The-Spot (OTS)		7	5
Non-Monetary/Honor	rary Awards	8	6
Exceptional Perfor	rmance	9	6
Certificate of Ach	nievement	10	6
Commander's Award	for Civilian Service	11	6
Meritorious Civili	an Service Award	12	7
Career Service Rec	ognition for Civilian Employees	13	8
Figure 1. Sa	ample of Quality Step Increase (QSI) Nomination, (DA Form 1256)		•
	mple of Quality Step Increase Certificate, (DA Form 2443)		
	mple of Performance Award (PA) Nomination, (DA Form 1256)		
	mple of Performance Award Certificate, (DA Form 2443)		13
Figure 3. Sa	mple of Special Act (SA) Award Nomination, (DA Form 1256)		14
Figure 3-1. Sa	mple of Special Act Certificate, (DA Form 2443)		15
Figure 4. Sa	mple of On-The-Spot (OTS) Award Nomination, (DA Form 1256)		16
Figure 4-1. Sa	mple of On The Spot Certificate, (DA Form 2443)		17
Figure 5. Sa	mple of Achievement Award Nomination, (DA Form 1256)		18
and the second s	mple of Achievement Certificate, (DA Form 2442)		19
Figure 6. Sa	mple of Commander's Award Nomination, (DA Form 1256)		20
	mple of Commander's Award Certificate, (DA Form 4689)		21
	mple of Meritorious Service Award Nomination, (DA Form 1256)		22
	mple of Meritorious Service Certificate		23
Figure 7-2. San	mple of Biographical Sketch		24
Figure 7-3. San	mple of Summary of Achievements		24
Figure 8. San	mple of Civilian Performance Rating, (DA Form 5398-R)		25
	mple of Performance Rating Certificate, (DA Form 2443)		26
	mple of Justification		27
	mple of Citation		28
	mple of Tangible Benefits Chart		29
	mple of Intangible Benefits Chart		30
	- · · · · · · · · · · · · · · · · · · ·		30

1. PURPOSE.

- a. This guide will help you better understand the awards used to recognize employees; serve as a quick reference; and provide information and procedures for preparing nominations for awards most frequently used. Information is based on AR 672-20 and Interim Change IO3, 8 July 1987. The intention of the Incentive Awards Program is to reward quality performers and provide them an incentive for continuing to do their jobs at an efficient level.
- b. The types of recognition covered are monetary recognition, non-monetary recognition, and length of service.
- c. Nominating an employee for an award is a management prerogative. It is also a manager's/supervisor's responsibility to be familiar with the Army Incentive Awards Program.
- d. We believe this guide will be helpful to you and serve to dispel some myths about the Army Incentive Awards Program.
- e. The proponent office for civilian awards is the Management Employee Relations Branch, Civilian Personnel Office, 351-5259.

2. AUTHORITY AND RESPONSIBILITY

- a. Only the immediate supervisor, director, budget officer or other approving authorities should know about the nomination. Any other personnel involved with the nomination should be reminded that it is confidential information. The employee should never be informed about a nomination, as such actions may create serious morale problems if the award is delayed or disapproved. Further, employees who do not know about an award also receive an additional bonus of being surprised when the award is presented.
 - b. Supervisors should keep a record on employees nominated and presented awards.
- 3. $\underline{\text{MONETARY AWARDS}}$. The cash awards are the Quality Step Increase (QSI), Performance Awards (PA) and Special Act (SA).

4. QUALITY STEP INCREASE (QSI).

- a. A Quality Step Increase (QSI) consists of an additional within-grade pay increase and a DA Form 2443 given in recognition of exceptional performance (fig 1-1).
 - b. Eligibility.
- (1) Employees in GS grades who receive an Exceptional Civilian Performance Rating are eligible for a QSI. The rating must cover a total of not less than 12 months performance and will accompany the nomination which should be submitted within 30 days after the date the rating was signed by approving official.
- (2) A QSI may be granted when the employee is expected to remain at least 60 days, after the effective date, in the same organization in the same or similar position at the same grade level.
- (3) An employee may not receive a QSI if the employee has previously received a PA based in whole or in part on the performance currently being recommended for recognition.
- c. Nominating Procedures. The employee's immediate supervisor is responsible for initiating the nomination on DA Form 1256 (fig 1). The nomination will also include the Civilian Performance Rating (fig 8) and a 90-word or less Citation (fig 10).
- d. Approval Authority. Authority to approve QSIs is delegated to major activity directors, major subordinate commanders, and the Deputy Garrison Commander for special staff sections. This authority may not be further delegated, except that the Assistant Commandant, USAFAS, may further delegate approval authority to the Deputy Assistant Commandant or Secretary, USAFAS. However, the approving official must be at least one level above the level of the nominating official. When the commander is the rating supervisor, higher level review/approval of the award is not required.

Processing Procedures.

(1 The organization is responsible for--

- (a) Verifying eligibility.
- (b) Preparing DA Form 1256/Civilian Performance Rating/Citation/Certificate.
- (c) Requisitioning necessary DA Form 1256/Certificates from DOIM Publications Supply Section, 351-3707/3816.
- (d) Sending one copy of DA Form 1256, Civilian Performance Rating, and Citation to the Technical Services Office, CPO and one copy of the same documentation to Incentive Awards, Management Employee Relations Branch, CPO.
 - (2) The Technical Services Office will--
- (a) Type SF Form 50-B, Notification of Personnel Action, and forward payroll copy to Finance and employee copy to organization.
 - (b) File data in Official Personnel Folder.
 - (3) The Incentive Awards Office will complete and forward reports to higher headquarters.

5. PERFORMANCE AWARD (PA).

- a. A Performance Award (PA) consists of a monetary award and a DA Form 2443 (fig 2-1). It is given in recognition of high-level performance for a specific rating period. (This award replaces the Sustained Superior Performance Award).
- b. Eligibility. Only Federal Wage System (WG/WL/WS) and General Schedule (GS) employees with annual performance ratings of exceptional or highly successful are eligible for this award.

Nominating Procedures:

- (1) The employee's immediate supervisor is responsible for initiating the nomination on DA Form 1256 (fig 2).
- (2) The nomination will accompany the Civilian Performance Rating (fig 8) and should be submitted within 30 days after the date the rating was signed by approving official. Nominations which exceed 30 day period should be fully documented and justified regarding delay. Place the DA Form 1256 on top of the Civilian Performance Rating. The Civilian Performance Rating is the justification for any PA. There is no longer a requirement for a separate justification or any statements.
- (3) The supervisor is also responsible for preparing a Citation, (fig 10) that consists of 90 words or less for the DA Form 2443.
- d. Amount of Award: PA's amounts are based upon a percentage of annual salary as follows: Highly Successful 1-3%; Exceptional Normally 4-7%. Awards of up to 10 percent of salary may be granted to employees whose performance clearly and significantly exceeds the high level of other employees rated exceptional as determined by the approving official.
- e. Approval Authority: Authority to approve PA's is delegated to major activity directors, major subordinate commanders, and the DGC for special staff sections. This authority may not be further delegated, except that the Assistant Commandant, USAFAS may further delegate approval authority to the Deputy Assistant Commandant or Secretary, USAFAS. However, the approving official must be at least one level above the level of the nominating official and must be the official responsible for the awards budget of the unit. When the commander is the rating supervisor, higher review/approval of the award is not required.
 - f Processing Procedures.
 - (1) The organization is responsible for--
 - (a) Verifying eligibility
 - (b) Preparing DA Form 1256/Civilian Performance Rating/Citation/Certificate.
- (c) Requisitioning necessary DA Form 1256/Certificates from DOIM Publications Supply Section 351-3707/3816.

- (d) Sending one copy of DA Form 1256, Civilian Performance Rating, and Citation to the Technical Services Office, CPO and one copy of the same documentation to Incentive Awards, Management Employee Relations Branch, CPO.
 - (2) The Technical Services Office will
 - (a) Type SF-Form 50-B and forward payroll copy to Finance and employee copy to organization.
 - (b) File data in Official Personnel Folder.
 - 3 The Incentive Awards Office will complete and forward reports to higher headquarters.

6. SPECIAL ACT (SA).

a. The Special Act (SA) consists of a monetary award and DA Form 2443 (fig 3-1). It is given to recognize a meritorious personal effort, act, service, scientific or other achievement accomplished within or outside assigned job responsibilities.

Eligibility

- (1) The act, service, or achievement must result in tangible or intangible benefits to the Government and may involve more than one employee. The amount of the award will be determined using the Tangible/Intangible benefits charts on pages 29 and 30 of this guide.
- (2) The SA is appropriate to recognize short term accomplishments, i.e., in a regularly assigned position during a detail; and at the conclusion of a successful special project; or at other times when performance or honorary awards are not appropriate.
- (3) This award is also appropriate for recognition of civilian employee ideas or improvements resulting in tangible or intangible benefits that cannot be recognized under the Army suggestion program.
- (4) When this award is granted for duties performed within job responsibilities, the act or service must significantly exceed normal expectations and must not have served either wholly or in part as the basis for a previous cash award.
- c. Nominating Procedures. An employee's supervisor or any individual having direct knowledge of the act, service, scientific or other achievement, in coordination with the employee's supervisor, may initiate an award nomination within 30 days after it is accomplished. DA Form 1256 (fig 3) will be used to submit recommendations for the award and a one-page Justification (fig 9) and a written Citation (fig 10) will be written describing the act or service accomplished. When the written citation is based on measurable tangible benefits, the supporting data will show in detail how these benefits were computed. Recommendations based on intangible benefits will identify the value of benefits and extent of application appropriate for the achievement to be recognized. Use the Tangible/Intangible Benefits Charts (fig 11 and 12, respectively).
 - d. Approval Authority.
- (1) Authority to approve SA awards up to and including \$1500 is delegated to major activity directors, major subordinate commanders, and the DGC for special staff sections. This authority may not be further delegated, except that the Assistant Commandant, USAFAS, may further delegate approval authority to the Deputy Assistant Commandant or Secretary, USAFAS. However, the approving official must be at a level higher than the individual who recommended the award.
- (2) SA awards from \$1501 \$5000 will be reviewed and recommended by the Incentive Awards Committee for approval by the CG.

Processing Procedures

- (1) The organization is responsible for--
- (a) Verifying eligibility.
- (b) Preparing DA Form 1256/Justification/Citation/Certificate.
- (c) Requisitioning necessary DA Form 1256/Certificates from DOIM Publications Supply Section, 351-3707/3816.

- (d) Forwarding awards over \$1500 to Incentive Awards, Management Employee Relations Branch, CPO, for review and recommendation to CG.
- (e) Sending one copy of DA Form 1256, Justification, and Citation to the Technical Services Office, CPO and one copy of the same documentation to Incentive Awards, Management Employee Relations Branch, CPO.
 - (2) The Technical Services Office will--
 - (a) Type SF Form 50-B forward payroll copy to Finance and employee copy to organization.
 - (b) File data in Official Personnel Folder.
 - (3) The Incentive Awards Office will complete and forward reports to higher headquarters.

7. ON-THE-SPOT (OTS).

- a. The On The Spot (OTS) is a small Special Act Monetary Award (\$25 to \$250) and DA Form 2443 (fig 4-1) which may be given by a supervisor for day-to-day work site accomplishments. The amount of the award should be based on what was done and the manner in which it was accomplished.
 - b. Eligibility.
- (1) The act, service, or achievement must result in tangible or intangible benefits to the Government and may involve more than one employee.
- (2) The OTS is appropriate to recognize short term accomplishments, i.e., in a regularly assigned position during a detail; and at the conclusion of a successful special project; or at other times when performance or honorary awards are not appropriate.
- (3) This award is also appropriate for recognition of civilian employee ideas or improvements resulting in tangible or intangible benefits that cannot be recognized under the Army suggestion program.
- (4) When this award is granted for duties performed within job responsibilities, the act or service must significantly exceed normal expectations and must not have served either wholly or in part as the basis for a previous cash award.
- c. Nominating Procedures. An employee's supervisor or any individual having direct knowledge of the act, service, scientific or other achievement, in coordination with the employee's supervisor, may initiate an award nomination within 30 days after it is accomplished. DA Form 1256 (fig 4) will be used to submit recommendations for award and a written citation (fig 10) will be written describing the act or service accomplished. Indicate on the DA Form 1256 in the Special Act block that the award is an OTS (fig 4). There is no limit as to how many OTS awards may be presented within an organization or to an individual.
- d. Approval Authority. Authority to approve OTS awards (\$25 to \$250) is delegated to major activity directors, major subordinate commanders, and the DGC for special staff sections. This authority may not be further delegated, except that the Assistant Commandant, USAFAS, may further delegate approval authority to the Deputy Assistant Commandant or Secretary, USAFAS. However, the approving official must be at a level higher than the individual who recommended the award.

Processing Procedures.

- (1) The organization is responsible for--
- (a) Verifying eligibility.
- (b) Preparing DA Form 1256/Citation/Certificate
- (c) Requisitioning necessary DA Form 1256/Certificates from DOIM Publications Supply Section, 351-3707/3816.
- (d) Sending one copy of DA Form 1256, and Citation to the Technical Services Office, CPO and one copy of the same documentation to Incentive Awards, Management Employee Relations Branch, CPO.
 - (2) The Technical Services Office will--
 - (a) Type SF Form 50-B and forward payroll copy to Finance and employee copy to organization.

- (b) File data in Official Personnel Folder
- 3) The Incentive Awards Office will complete and forward reports to higher headquarters.
- 8. NON-MONETARY/HONORARY AWARDS. Honorary Awards are essential to a healthy awards program at any organization. These are often overlooked or the supervisors as well as employees may feel that "if there isn't any money involved it's not much of an award." Honorary Awards impact employees in several ways. An employee who is applying for a new position may cite any honorary award he has received. Recognition and respect from peers as well as supervisors is bestowed on an employee when he/she is presented an honorary award. An employee who has worked hard at a high level will be shown that he is appreciated and his work above that which is expected is noticed. Also, honorary awards are not taxable!

EXCEPTIONAL PERFORMANCE.

a. Employees who are rated "Exceptional" on their annual Civilian Performance Rating, DA 5398-R automatically receive this Exceptional Performance Award (fig 8-1). The rating supervisor is responsible for writing a 90-word or less Citation (fig 10).

Submit one copy of the Civilian Performance Rating and Citation to the Technical Services Office, CPO.

10 CERTIFICATE OF ACHIEVEMENT.

- a. The Certificate of Achievement (fig 5-1) is appropriate when an employee has accomplished assigned duties in a commendable manner, demonstrated skill and initiative in devising and improving work methods and procedures that result in saving on manpower, time, space, or materials. It is also appropriate when an employee by personal diligence or initiative was directly responsible for meeting mission requirements or special work load projects involving unexpected difficulties and operational demands or has significantly improved employee morale and job performance.
- b. DA Form 1256 (fig 5) and a Citation (fig 10) is used to submit recommendation for this award. The justification for this award is the Citation (fig 10) which should be measured against the above criteria and should be 90 words or less. Submit Citation with DA Form 1256. This award may be given at any time, it is not effected by the performance rating period.
- c. Approval Authority. Authority to approve a Certificate of Achievement is delegated to major subordinate commanders, major activity directors, and heads of special staff sections. This authority may not be further delegated, except that the Assistant Commandant, US Army Field Artillery School, and the Commanding General, III Corps Artillery, may further delegate this authority to commanders, directors, or other officials who report directly to their command level.
 - d. Processing Procedures
 - (1) The organization is responsible for-
 - (a) Preparing DA Form 1256/Citation/Certficiate.
- (b) Requisitioning necessary DA Form 1256/Certificates from DOIM Publications Supply Section 351-3707/3816.
- (c) Sending one copy of DA Form 1256 and Citation to the Technical Services Office, CPO and one copy of the DA Form 1256 and Citation to Incentive Awards, Management Employee Relations Branch, CPO.
 - (2) The Technical Services Office will file copy in Official Personnel Folder
 - (3) The Incentive Awards Office will complete and forward reports to higher headquarters

COMMANDER'S AWARD FOR CIVILIAN SERVICE

- a. This award is approved by the Commanding General and consists of a medal, lapel pin, and certificate DA Form 4689 (fig 6-1). Nominations will normally cover a minimum period of one year of service.
- b. Eligibility. This award is used to recognize appropriated and nonappropriated fund employees when they have accomplished any of the following criteria:

- (1) Performed supervisory or nonsupervisory duties in an outstanding manner, setting an example of achievement for others to follow.
- (2) Demonstrated initiative and skill in devising new or improved equipment, work methods and procedures that resulted in considerable savings in manpower, time, space, materials, or other items of expense, or improved safety or health of the work force.
- (3) Demonstrated leadership in performing assigned duties that resulted in improved productivity of the unit.
- (4) Rendered professional or public relations service that resulted in considerable favorable publicity in the area in which the activity or installation is located.
- (5) Employees who have established a pattern of excellence, as recognized through the previous receipt of one or more honorary or monetary performance awards should be considered for this award.
- (6) Retirement, separations, or long periods of service will not constitute a sufficient basis for conferring the Commander's Award.
- c. Nominating Procedures. Nomination of employee will be presented on DA Form 1256 (fig 6). The employees immediate supervisor is the first nominating official (part I block 7), the director of the organization in which the employee works is the second nominating official, and the Commanding General is the approving official (part IV line 12). The DA Form 1256 will be accompanied by a one page Justification (fig 9) citing how the employee has achieved this eligibility (see (1)-(4) above); and the supervisor will also prepare a proposed Citation (fig 10) of not more than 70 words highlighting significant achievements.
 - d. Approval Authority. The Commanding General is the approving official.

Processing Procesures.

- (1 The organization is responsible for—
- (a) Preparing DA Form 1256/Justification/Citation
- (b) Sending the original and two copies of DA Form 1256, Justification and Citation to the Management Employee Relations Branch, CPO.
 - (2) The Management Employee Relations Branch will-
 - a) Forward award to Incentive Awards Committee for review and recommendation to CG.
 - (b) Prepare certificate and DF for CG's signature.
 - (c) Send medal/lapel pin/certificate to organization.
 - (d) Complete and forward reports to higher headquarters.

12. MERITORIOUS CIVILIAN SERVICE AWARD.

- a. This is the second highest DA honorary award and consists of a medal, rosette, and Decoration Meritouious Civilian Service Certificate (fig 7-1). This award is approved by the Commanding General. A nomination will normally cover a minimum period of 1 year of service, except nominations for courage and competence in an emergency. This must be submitted within 6 months after completion of the period to be cited.
 - b. Eligibility.
 - (1) Eligibility will be determined when the employee--
- (a) Accomplished supervisory or nonsupervisory duties in an exemplary manner, setting a record of achievement, and inspiring others to improve quantity and quality of their work.
- (b) Demonstrated initiative and skill in devising new or improved equipment, work methods and procedures that resulted in considerable savings in manpower, time, space, materials, or other items of expense, or improved safety or health of the work force.

- (c) Achieved outstanding results in improving the morale and performance of workers.
- (d) Exhibited unusual courage or competence in an emergency, resulting in direct benefit to the Government or its personnel.
 - (e) Rendered professional or public relations service of unique or distinctive character.
- (2) Retirement, separation, or long periods of service will not constitute a sufficient basis for conferring the Meritorious Civilian Service Award.
- (3) The first page will be a brief biographical sketch that will include the following information: date and place of birth; education and degrees conferred; significant employment record; and type of appointment and grade (fig 7-2). The second page will have a proposed citation (fig 10) for the signature of the Commanding General, highlighting the significance of the nominee's achievements. Additional pages will contain not more than 2,500 words with topical headings as follows:
- (a) Summary of achievement. Limit this information to one page. This should be stated in specific terms and include dates of achievement(fig 7-3).
- (b) Additional details. In nontechnical language, illustrate how the nominee was personally responsible. This should relate to the achievements listed in (a) above. Be specific as to dates of accomplishment.
- (c) Benefits. Cite the specific benefits on improving Government operations or serving the public interest. Describe separately the tangible and intangible benefits.
- (d) Personal qualities. Give examples of personal qualities of the nominee that made the achievement possible.
 - (e) Other awards received. Include a statement describing any other significant awards received.
 - (f) Published works. List the nominee's published works in science, technology, or the humanities.
- (4) An individual who receives the Meritorious Civilian Service Award is eligible for a future grant of the same award if it is based on a different achievement or service performed during a later period and will be recognized by issuance of a laurel leaf cluster.
- c. The employee's immediate supervisor and the director of the organization in which the employee works will be the first and second nominating officials (part I block 7, DA Form 1256- fig 7).
 - d. Processing Procedures.
 - (1) The organization is responsible for--
 - (a) Preparing DA Form 1256/Biographical Sketch/Achievements/Justification/Citation
- (b) Sending the original and two copies of DA Form 1256, Biographical Sketch, Achievements/Justification and Citation to the Management Employee Relations Branch, CPO.
 - (2) The Management Employee Relations Branch will--
 - (a) Forward award to Incentive Awards Committee for review and recommendation to CG.
 - (b) Prepare certificate and DF for CG's signature.
 - (c) Send medal/rosette/certificate to organization
 - (d) Complete and forward reports to higher headquarters
- e. Additional Honorary Awards. Other honorary awards are listed in the Incentive Awards Regulation AR 672-20, chapter 8.

13. CAREER SERVICE RECOGNITION FOR CIVILIAN EMPLOYEES.

a. Career service emblems and certificates will be awarded civilian employees to provide recognition for Career Federal Service.

- (1) DA civilian employees who are U.S. citizens and complete 10, 15, 20, 25, 30, 35, 40, 45, and 50 years of satisfactory service will be awarded career service emblems and certificates. Employees who complete 5 years of service will receive a certificate.
- (2) Federal civilian and military service will apply toward eligibility for a career service emblem if for one year of that service the person has been a civilian employee.
- (3) Organizations determine type and frequency of presentation. Emblems and certificates should be presented promptly during an appropriate ceremony. Emblems recognizing 25 years of service and over is generally presented by top officials of the organization.
- (4) Certificates and emblems for 10, and 15 years of service will be embossed in bronze; 20- and 25- year certificates will be embossed in silver; and 30-, 35-, 40-, 45-, 50-year certificates will be gold embossed.
 - b. Processing Procedures.
 - (1) The Technical Services Office will obtain length-of-service printout from DOIM
 - (2) The Management Employee Relations Branch will--
 - (a) Type certificate.
 - (b) Send certificates and emblems to organization.

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Figure 1. Sample of Quality Step Increase (QSI) Nomination, DA Form 1256



DEPARTMENT OF THE ARMY

JANE R. DOE

IS OFFICIALLY COMMENDED

FOR

A Quality Step Increase Award for the performance of her duties during the rating period of 15 October through 14 October 1987. Ms. Doe performed her duties in the NAME OF SECTION/BRANCH AND ORGANIZATION WHERE EMPLOYED as a JOB TITLE in an outstanding manner. She actively participated and contributed valuable assistance in the various NAME OF SECTION/BRANCH functions that resulted in completion of additional workload. She is extremely thorough and accurate on all duties and has regularly received laudatory comments by employees who appreciate her advice and assistance. Ms. Doe's performance and dedication are a credit to herself, NAME OF ORGANIZATION and Fort Sill.

SIGNATURE

(DATE SIGNED)

NAME OF APPROVING OFFICIAL/DIRECTOR OF ORGANIZATION TITLE



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Figure 2. Sample of Performance Award (PA) Nomination, DA Form 1256





USAFACFS Pam 672-1

DEPARTMENT OF THE ARMY

JANE R. DOE

IS OFFICIALLY COMMENDED

FOR

A Performance Award for the performance of her duties during the rating period of 15 October through 14 October 1987. Ms. Doe performed her duties in the NAME OF SECTION/BRANCH AND ORGANIZATION WHERE EMPLOYED as a JOB TITLE in an outstanding manner. She actively participated and contributed valuable assistance in the various NAME OF SECTION/BRANCH functions that resulted in completion of additional workload. She is extremely thorough and accurate on all duties and has regularly received laudatory comments by employees who appreciate her advice and assistance. Ms. Doe's performance and dedication is a credit to herself, NAME OF ORGANIZATION and Fort Sill.

SIGNATURE

(DATE SIGNED)

NAME OF APPROVING OFFICIAL/DIRECTOR OF ORGANIZATION TITLE





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Figure 3. Sample of Special Act (SA) Award Nomination, DA Form 1256





DEPARTMENT OF THE ARMY

JANE R. DOE

IS OFFICIALLY COMMENDED

FOR

Providing exceptionally competent and courteous help to a great number of employees needing to review and update their personnel folders in anticipation of impending reductions-in-force. It was also a service to the employees of the (SECTION/BRANCH) who were freed to accomplish other urgent work. Ms. Doe's cheerful, voluntary assistance helped employees through a difficult process while making them feel that someone cared. This specific effort is typical of the spirit of cooperation and willingness displayed by Ms. Doe which have produced expressions of appreciation from co-workers and other Fort Sill employees.

SIGNATURE

NAME OF APPROVING NOMINATING OFFICIAL/DIRECTOR TITLE

(DATE SIGNED)



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Figure 4. Sample of On The Spot (OTS) Award Nomination, DA Form 1256





12

DEPARTMENT OF THE ARMY

JANE R. DOE

IS OFFICIALLY COMMENDED

FOR

Providing exceptionally competent and courteous help to a great number of employees needing to review and update their personnel folders in anticipation of impending reductions-in-force. It was also a service to the employees of the (SECTION/BRANCH) who were freed to accomplish other urgent work. Ms. Doe's cheerful, voluntary assistance helped employees through a difficult process while making them feel that someone cared. This specific effort is typical of the spirit of cooperation and willingness displayed by Ms. Doe which have produced expressions of appreciation from co-workers and other Fort Sill employees.

(DATE SIGNED)



SIGNATURE

NAME OF APPROVING NOMINATING OFFICIAL/DIRECTOR TITLE

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Figure 5. Sample of Achievement Award Nomination, DA Form 1256

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DEPARTMENT OF THE ARMY

AWARDED TO

CHARLETT CATE (DE ACHIELETALENIEM)

JANE R. DOE

Distinguishing herself as one of the finest employees at (NAME OF SECTION/BRANCH, ORGANIZATION during her tenure as a Clerk Typist, She is hard working, intelligent, efficient and cheerful

and always comports herself in a professional manner. Her willingness to change and adapt to new ideas and methods was instrumental in the successful transition to the MSS computer board

numerous occasions resulted in laudatory comments from the employees served at Fort Sill, Oklahoma as well as her co-workers. She has been a most valued asset to the (NAME OF ORGANIZATION) appointment system. Her commitment to excellence in the performance of her duties has on

NAME OF APPROVING NOMINATING OFFICIAL/DIRECTOR

SIGNATURE

(DATE SIGNED)



Figure 5-1. Sample of Achievement Certificate, DA Form 2442

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X Commander's Award for Civilian Service SERVICE												
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Figure 6 Sample of Commander's Award Nomination, DA Form 1256



JANE R. DOE

IS PRESENTED THE

COMMANDER'S AWARD FOR CIVILIAN SERVICE

During the period 15 September 1986 through 25 October 1987, Ms. Doe distinguished herself by exceptionally outstanding service while assigned to the NAME OF SECTION/BRANCH AND ORGANIZATION EMPLOYED WITH, and Fort Sill, Oklahoma. Her tireless efforts and effective contributions to the supply programs of each supported unit and the installation's Supply Management System have allowed Fort Sill to establish and maintain a highly favorable image to all other associated units. Her energetic participation in and knowledge of supply management and property accountability have contributed significantly to the success of all supported units. Ms. Doe's dedication to duty reflects great credit upon herself, Fort Sill and the U. S. Army.

(DATE SIGNED)

DA FORM 4689, 105C 27



SIGNATURE

NAME OF COMMANDING GENERAL TITLE

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Figure 7. Sample of Meritorious Service Award Nomination, DA Form 1256



DEPARTMENT OF THE ARMY DECORATION FOR MERITORIOUS CIVILIAN SERVICE

JANE R. DOE

HAS RECEIVED OFFICIAL COMMENDATION FOR MERITORIOUS PERFORMANCE OF DUTY

CITATION:

Ms. Jane R. Doe, Administrative Officer, NAME OF SECTION/BRANCH AND ORGANIZATION EMPLOYED WITH, Fort Sill, Oklahoma, is commended for meritorious service from 15 October 1980 to 10 November 1987. Ms. Doe was personally responsible for major accomplishments which increased the efficiency and effectiveness of resources available for support of a variety of tests of Field Artillery Systems. The respect and high regard which have been shown by higher headquarters and other test agencies were created and maintained by her involvement and leadership. Ms. Doe's outstanding performance, devotion to duty, and exemplary conduct are a credit to herself, the U. S. Army and are in the highest tradition of the Federal Service.



SIGNATURE

NAME OF COMMANDING GENERAL TITLE

BIOGRAPHICAL SKETCH

Date and Place of Birth 10 July 1938; Lawton, OK

2. Education and Degree Conferred BS in Business from Cameron University, Lawton, Oklahoma, 1958

3.	Employment Record with Federal Government	FROM	TO
	Administrative Officer, GS-09	October 1980	PRESENT
	Budget Analyst, GS-07	May 1974	October 1980
	Budget Analyst, GS-06	December 1969	May 1974
	Budget Account Clerk, GS-05	July 1965	December 1969
	Budget Account Clerk, GS-04	December 1963	July 1965
	Clerk Typist, GS-03	July 1960	December 1963

⁴ Type of appointment and grade Administrative Officer, GS-09.

Figure 7-2. Sample of Biographical Sketch

SUMMARY OF ACHIEVEMENTS

Since her arrival on 7 July 1960, Ms. Doe has continually supported the missions and goals of the (NAME OF ORGANIZATION EMPLOYED WITH). Coming from the installation's comptroller section as a budget analyst, she began budgetary operations and procedures which continue to set the standards unmatched by other TRADOC agencies. Ms. Doe is a recognized expert in management, budget, and fiscal matters. Her detailed knowledge of applicable directives enabled her to quickly and accurately interpret directives and devise efficient, effective internal operating procedures within her division and for the other operating elements of (NAME OF ORGANIZATION).

Upon her promotion to Administrative Officer, 15 October 1986 through 10 November 1987, she completely mastered administrative matters and became a reliable source for expert guidance for all members of the (NAME OF ORGANIZATION). She developed flawless procedures for the management processing of all civilian personnel matters which contributed significantly to the morale and work performance of assigned civilian staff. Security and safety programs have been of the highest caliber. A communications security equipment (COMSEC) SOP developed under Ms. Doe's supervision has been used as a model by other organizations. The administrative support provided to all elements of the (NAME OF ORGANIZATION) has been consistently accurate, timely, and, in general, far above that which is normally expected.

Administration of personnel policy, both within her own division and throughout the (NAME OF ORGANIZATION), has been in absolute accordance with Fort Sill Civilian Personnel Management Program documents and issued effective, positive, rewarding actions and adverse actions, set the example for others to emulate.

Ms. Doe is highly flexible and quickly and accurately responds in a prompt manner to ever changing requirements normally experienced in her position. Her expert grasp of management procedures and requirements enables her to function efficiently in manpower management. She has constantly remained abreast of the status of funds for approximately 25 test projects, two different instrumentation funds, and housekeeping funds. At all times, she provided division chiefs with up-to-date information and sound professional advice in cost accounting, budget management, and reprogramming actions. As a recognized expert in the fields of test budgeting and programming and personnel management, Ms. Doe enjoys the complete confidence of the Director of the (NAME OF ORGANIZATION).

Ms. Doe is a highly dedicated employee of exceptional value to the Government. She is a highly motivated, professionally qualified individual who strives to meet the very highest standards in all that she undertakes. She is fully deserving of the Meritorious Civilian Service Award.

Figure 7-3. Sample of Summary of Achievements

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DOE, JANE R.			1	NAME OF SECTION/BRA	ANCH AND ORG	ANTZATT	ON
SS# 000-00-0000				Bldg # 123	anon mis one		
3. POSITION TITLE AND NUM	MBER, PAY PLAN, S	SERIES AND		Fort Sill, OK 7350	03		
GRADE/LEVEL			1	1011 1111, 01 755			
Clerk Typist, GS 3	322 – 04 \$1557	'3		•			
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Figure 8. Sample of Civilian Performance Rating, DA Form 5398-R



DEPARTMENT OF THE ARMY

JANE R. DOE

IS OFFICIALLY COMMENDED

FOR

Exceptional performance she performed during the rating period of 15 October 1986 through 14 October 1987. Ms. Doe performed her duties in the NAME OF SECTION/BRANCH AND ORGANIZATION WHERE EMPLOYED as a JOB TITLE in an outstanding manner. She actively participated and contributed valuable assistance in the various NAME OF SECTION/BRANCH functions that resulted in completion of additional workload in the areas of PCS travel orders and real estate claims. She is extremely thorough and accurate on all supply and equipment orders. Ms. Doe regularly received laudatory comments by employees who appreciate her advice and assistance. Ms. Doe's performance and dedication are a credit to herself, NAME OF ORGANIZATION and Fort Sill.

SIGNATURE

NAME OF APPROVING OFFICIAL/DIRECTOR OF ORGANIZATION TITLE

(DATE SIGNED)

SAMPLE

JUSTIFICATION

MS. JANE R. DOE

Ms. Jane Doe is recommended for the Commander's Award for Civilian Service for exceptionally outstanding service from 15 September 1986 through 25 October 1987. While assigned to the (NAME OF SECTION/BRANCH AND ORGANIZATION EMPLOYED WITH), she has continuously provided dedicated, loyal, and excellent service. As a member of the Logistics Assistance Instruction Team, Ms Doe has continually been called on to undertake difficult projects and has an outstanding and unblemished record of success. Her dedication to duty, unmatched initiative, and drive to excel has distinguished her as a leader in her field.

As a supply technician, Ms. Doe has the responsibility to provide assistance and instruction in supply and supply discipline policy and procedures to all units within the Fort Sill support area. Her ability to research problems and prepare knowledgeable, effective solutions and recommendations has been instrumental in the outstanding record of Fort Sill's Supply and Property Accountability Program.

In September 1986, Ms Doe was transferred to the (NAME OF SECTION/BRANCH AND ORGANIZATION) where she assumed the responsibility to provide logistics assistance to all junior and senior ROTC units within the Fort Sill area. Her professionalism, knowledge of supply procedures, long hours of dedicated duty, and continual suppport has enable Fort Sill to gain the reputation for providing the best support of all installations in the Third ROTC Region. Her supervisor has received numerous letters of appreciation and laudatory comments concerning her outstanding support from Commanding General, Third ROTC Region, and commanders of junior/senior ROTC units supported by Fort Sill. Her performance in this area has set an example of achievement for others to follow.

In addition to her ROTC responsibility, Ms. Doe has been called upon to present training courses for the Battery Commanders Orientation Course, the Autmated Asset Accountability System, and Unit Level Officers Supply Course. She will teach the upcoming Automated Issue Document Entry/Register System. With each assignment, Ms. Doe has performed in an outstanding manner, displaying an attitude of willingness to do whatever is necessary to enhance training skills required in these complex areas.

Figure 9. Sample of Justification

CITATION

Certificates for Exceptional Performance, Quality Step Increases, and Performance Awards should be prepared in this format:

JANE DOE
IS OFFICIALLY COMMENDED
FOR

Exceptional Performance during the period 15 August 1986 through 14 August 1987, while assigned as a Clerk Typist, Civilian Personnel Office, Directorate of Personnel and Community Activities, Fort Sill, Oklahoma. MENTION BRIEFLY WHAT THE EMPLOYEE HAS DONE. Ms. Doe's performance and dedication are a credit to herself, Fort Sill, and the Career Federal Service.

CHECKLIST FOR PREPARING CITATION

- Is the name spelled exactly as you want it to appear on the certificate? (Example Jane Allen-Doe will be typed JANE ALLEN-DOE, J. A. Doe will be typed J. A. DOE)
- Does the first line of the citation "flow" with the certificate to be used?
- Are the dates for the service mentioned? (spell these out, please do not use 8/15/87)
- Is the organization in which the duties were performed mentioned? Directorate of , Office of the ...
- Have you mentioned briefly what the employee has done? Developed a new course, updated a filing system etc. Explicate the performance mentioned for the Commander's Award and Meritorous Award.

Is the citation completed with a closing line?

Are words spelled correctly and sentences complete?

Benefits Awa		Guide for	Calculatin Benefits	g Awards	Based on	Tangible I	Benefits		
\$100,001 or more									
\$10,001-\$100,000				r the firs	t \$10,000,	plus 3 per	cent of be	nefits over	
Estimated First-Year Benefits to Government Up to \$10,000			Amount of Award 10 percent of benefits						
	Contr	ibution	s With T	angible	Benefit	s			

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18,000	1,240	58,000	2,440	98,000	3,640	250,000	4,450	2,600,000	16,200
19,000	1,270	59,000	2,470	99,000	3,670	275,000	4,575	2,700,000	16,700
20,000	1,300	60,000	2,500	100,000	3,700	300,000	4,700	2,800,000	17,200
21,000	1,330	61,000	2,530	101,000	3,705	325,000	4;825	2,900,000	17,700
22,000	1,360	62,000	2,560	102,000	3,710	350,000	4,950	3,000,000	18,200
23,000	1,390	63,000	2,590	103,000	3,715	375,000	5,075	3,100,000	18,700
24,000	1,420	64,000	2,620	104,000	3,720	400,000	5,200	3,200,000	19,200
25,000	1,450	65,000	2,650	105,000	3,725	425,000	5,325	3,300,000	19,700
26,000	1,480	66,000	2,680	106,000	3,730	450,000	5,450	3,400,000	20,200
27,000	1,510	67,000	2,710	107,000	3,735	475,000.	5,575	3,500,000	20,700
28,000	1,540	68,000	2,740	108,000	3,740	500,000	5,700	3,600,000	21,200
29,000	1,570	69,000	2,770	109,000	3,745	550,000	5,950	3,7000,000	21,700
30,000	1,600	70,000	2,800	110,000	3,750	600,000	6,200	3,800,000	22,200
31,000	1,630	71,000	2,830	111,000	3,755	650,000	6,450	3,900,000	22,700
32,000	1,660	72,000	2,860	112,000	3,760	700,000	6,700	4,000,000	23,200
33,000	1,690	73,000	2,890	113,000	3,765	750,000	6,950	4,100,000	23,700
34,000	1,720	74,000	2,920	114,000	3,770	800,000	7,200	4,200,000	24,200
35,000	1,750	75,000	2,950	115,000	3,775	850,000	7,450	4,300,000	24,700
36,000	1,780	76,000	2,980	116,000	3,780	900,000	7,700	4,360,000	
37,000	1,810	77,000	3,010	117,000	3,785	950,000	7,950	NAME OF THE OWNER, THE	
38,000	1,840	78,000	3,040	118,000	3,790	1,000,000	8,200	· Awards o	ver \$10
39,000	1,870	79,000	3,070	119,000	3,795	1,050,000		000 require	
40,000	1,900	80,000	3,100	120,000	3,800	1,100,000	8,700	proval of the	LATER TO THE PARTY
41,000	1,930	81,000	3,130	125,000	3,825	1,150,000		Personnel	
42,000	1,960	82,000	3,160	130,000	3,850	1,200,000		Managemen	
43,000	1,990	83,000	3,190	135,000	3,875	1,250,000	9,450	100	
14,000	2,020	84,000	3,220	140,000	3,900	1,300,000	9,700	** Maximu	m award
15,000	2,050	85,000	3,250	145,000	3,925	1,350,000		authorized b	
46,000	2,080	86,000	3,280	150,000	3,950	1,400,000		fice of Person	
17,000	2,110	87,000	3,310	155,000	3,975	1,500,000		agement. A presiden-	
18,000	2.140	88,000	3,340	160,000	4,000	1,600,000		tial Award of up to	
19,000	2,170	89,000	3,370	165,000	4,025	1,700,000		\$10,000 ma	
	_,,,,	07,000	2,270	105,000	4,023	1,700,000	11,700	in addition \$25,000.	

Figure 11 Sample of Tangible Benefits Chart

Scale of Awards Based on Intangible Benefits

	Extent of Application							
Value of Behefit	Limited	Extended	Broad	General				
	Affects functions, mission, or personnel of one office, facility, installation, or an organizational element of a headquarters. Affects a small area of sci- ence or technology.	Affects functions, mission, or personnel of several offices, facilities, or installations. Affects an important area of science or technology.	Affects functions, mission, or personel or an entire regional area of command. May be applicable to all of an independent agency or a large bureau. Affects a broad area of science or technology.	Affects functions, mission, or personnel of several regional areas or commands, or an entire department or large independent agency, or is in the public interest throughout the Nation or beyond.				
MODERATE VALUE— Change or modification of an operating principle or procedure which has mod- erate value sufficient to most the minimum stand- and for a cash award: an improvement of rather limited value of a product, activity, program, or serv- ice to the public.		Bearing 1828	iga ga	gar' da				
SUBSTANTIAL VALUE— Substantial change or modification of an oper- ating principle or proce- dure; an important im- provement to the value of a product, activity, pro- gram, or service to the public.	HATE SAR WHEEL	and the state of t	Are reserved	S. Bar. Jak				
HIGH VALUE—Complete revision of a basic principle or procedure, highly significant improvement to the value of a product, major activity, or program, or service to the public.	de se	dar is Japan kalanda	4 garage and	St. and Life. St.				
EXCEPTIONAL VALUE— latitation of a new prin- ciple or major procedure: a superior improvement to the quality of a critical product, activity, pro- gram, or service to the public.	gger 1988	1.887.288	Significant designing	Sent state of the sent state o				

Figure 12. Sample of Intangible Benefits Chart

The proponent of this pamplet is the Incentive Awards, Management Employee Relations Branch Civilian Personnel Office. They welcome your comments.

(ATZR-XM)

FOR THE COMMANDER:



1 ea Mil-Civ Supv of Civ Empl (800) ATZR-XM (200) DENNIS RUNEY Colonel, FA Chief of Staff